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People come First!

Exciting Opportunity at the California Department of Social Services....

Food Stamp Policy Bureau Staff Services Manager I

**One (1) Fulltime Vacancy
Salary Range \$5,079 - \$6,127**



EMPLOYMENT OPPORTUNITY

Under the general guidance of the Food Stamp Policy Bureau Chief (SSM II), the Staff Services Manager I (SSM I) performs as a unit supervisor with responsibility for supervising staff engaged in activities necessary to maintain the program, develop program regulations, develop policy and develop special projects testing changes to the Food Stamp Program.

For additional information on the duties of this employment opportunity, please view the duty statement that follows this notice. If you have questions, please contact William Belon at (916) 654-1896

Who may apply: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in the explanation box of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: CA Department of Social Services
744 P Street, MS 8-9-32
Sacramento, CA 95814
Attn: William Belon

**WELFARE TO WORK DIVISION
FOOD STAMP POLICY BUREAU**

**Staff Services Manager I
Duty Statement**

Position Number: 251-4800-

Location: Sacramento

Under the general guidance of the Food Stamp Policy Bureau Chief (SSM II), the Staff Services Manager I (SSM I) performs as a unit supervisor with responsibility for supervising staff engaged in activities necessary to maintain the program, develop program regulations, develop policy and develop special projects testing changes to the Food Stamp Program.

A. Specific Job Assignment

- 40% Supervise the analysis of legislation and the interpretation of program regulations; oversee program staff who develop regulations; direct the preparation, dissemination and interpretation of regulation implementation instructions; provide direction to staff and review/approve their work.
- 15% Plan and control unit workload and make assignments to staff.
- 15% Oversee special projects directed at improving program effectiveness.
- 8% Provide assistance with oversight and liaison activities between the federal government and counties involved in single or multiple county demonstration projects that test changes to the Food Stamp Program.
- 8% Supervise a group of analysts; complete performance evaluations for subordinate staff, identify training and development needs and assist in the identification of training programs or other ways to meet those needs.
- 8% Act for the Bureau Chief in his/her absence; participate in the recruitment and hiring of staff, and complete administrative and other assignments as required.
- 6% Represent the Bureau and Branch in meetings with individuals, counties, and other groups concerned with special projects and issue analysis.

B. Supervision Received

The SSM I receives direction from and reports to the Food Stamp Policy Bureau Chief.

C. Supervision Exercised

The SSM I supervises approximately five to six Associate Governmental Program Analysts/Staff Services Analysts.

D. Administrative Responsibility

The SSM I is responsible for all administrative functions associated with supervision of staff.

E. Personal Contacts

The SSM I has regular contact with managers in other branches and bureaus in the department and with county welfare departments. The SSM I also has contact with program staff from other states, the federal government, Health and Welfare Agency staff, and legislative staff.

F. Actions and Consequences

The SSM I makes decisions affecting the Bureau and Branch, his or her unit and county welfare departments involved with pilot or demonstration projects. Lack of knowledge or skill in critical areas and/or poor judgment can adversely impact Bureau and unit integrity and productivity and the success of the projects that the unit oversees.

G. Other Information

Knowledge of the Food Stamp Program and county operations is critical. Effective interpersonal and communication skills are also critical to success.